

# MANAGEMENT MEMO

NUMBER:

**MM 05-06**

SUBJECT:

**AMERICAN EXPRESS TRAVEL PAYMENT SYSTEM CONTRACT  
EXTENSION**

DATE ISSUED:

March 8, 2005

EXPIRES:

January 31, 2006

REFERENCES:

**Supersedes Management Memo 04-04 Issued January 30, 2004**

ISSUING AGENCY:

DEPARTMENT OF GENERAL  
SERVICES

Extension of  
American Express  
Agreement

This Management Memorandum announces the extension of the Department of General Services (DGS) Travel Payment System contract with American Express. The term of this contract is extended through January 31, 2006.

Contract  
Overview &  
Information

American Express offers centrally billed accounts for airlines, rail, and car rental via the Business Travel Account (BTA) and individual travel charge cards for state travelers. In addition, American Express provides the Meeting Planners Account (MPA). This centrally billed account can be used for the payment of consolidated lodging, meeting and conference hotel charges.

American Express provides consolidated travel management information used by DGS to monitor state travel. Contracting with American Express allows the state to extend its travel budget by negotiating the lowest rate available from travel suppliers due to coordinated efforts from DGS, American Express, and multiple travel agencies.

Contract Benefits

American Express captures the majority of the state's travel data so that the data collected may be used to negotiate lower airfares and rental car rates based on the state's travel volume. Additionally, by using the American Express card, the state receives special government rates at lodging establishments as well as the waiver of local hotel occupancy taxes when local ordinances permit. American Express cards give employees the flexibility to arrange last minute travel, pay for tickets, and make airline changes en route with no additional charges.

Additional Travel  
Related  
Resources

The DGS and American Express jointly produce the California Government Travel and Lodging Guide. The travel guide assists state employees in selecting lodging, meeting planning services and business traveler assistance and can be found at: [www.catravelsmart.com](http://www.catravelsmart.com).

The DGS supports the "Green Lodging" initiative of the California Integrated Waste Management Board and has so marked the "Green Lodging" properties that are participating on the website. Additional travel program information may be found on the DGS, Office of Fleet Administration website at [www.ofa.dgs.ca.gov](http://www.ofa.dgs.ca.gov).

DGS Contact

For further information, contact:

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Original signed by Ron Joseph, Director

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Ron Joseph  
Director